



Employment Training Panel

Memorandum

To: ETP Policy Committee
Gretchen Newsom, Chairperson
Janice Roberts, Member
Rick Smiles: Member

Date: December 17,
2020

CC: Executive Staff
Reg Javier, Executive Director
Peter Cooper, Assistant Director

From: Lis Testa, Policy Manager

Subject: ETP Policy Committee Meeting Agenda Item 3.a.4.
Report to Policy Committee Re: Temp to Perm Guidelines

I. Brief Issue Statement:

The Temporary-to-Permanent Guidelines were first written in 2007, and give guidance to ETP staff in how and when to include temporary employees within an ETP contract.

The Temp-to-Perm Guidelines address areas such as employer eligibility, trainee eligibility and enrollment, invoicing, etc.

However, there is some confusing and conflicting information present in the current version of the guidelines. Staff will be revising the guidelines to ensure that they are clear and understandable, that all contradictory instructions have been removed, that they conform to current practice, and that they are in compliance with our Legislation and Regulations.

II. Recommendation:

Staff would like to know if Committee has any questions. No action is necessary. The Temp-to-Perm Guidelines will be revised in the coming weeks.